

CONFIDENTIAL

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Personnel Director

DATE: 20 December 1951

FROM : Deputy Advisor for Management

SUBJECT: Table of Organization for the Management Analysis Office.

1. Attached you will find information concerning the desired slotting arrangements for this office.

2. [] of this office will contact [] of your office in order to arrange for submittal of the proper forms No. 37-3.

3. [] have concurred in the deletion of a training slot and the addition of a relatively high-level organization and methods examiner slot. It is accordingly requested that classification authority be granted for the deletion of Slot No. 3 in our Trainee Pool, and the creation of a GS-14 organization and methods examiner slot in lieu thereof.

4. Arrangements have already been made with [] to get a GS-3 clerk-typist assigned to Slot No. 16.

IN CLASS []
NEXT REV DATE 1/15/52 REVIEWER [] PEDOC. 02
NO. PGS 4 CREATION DATE [] ORG COMP 30 OFFICE ORG CLASS C
REV CLASS C REV COORD. [] AUTH: HR 70-9